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Office Memorandum • UNITED STATES GOVERNMENT

STAT

TO : Chief, Records Management Staff

FROM : Area Records Officer, Audit Staff

SUBJECT: Records Disposition

DATE: 6 March 1961

2247

File
called [redacted]
thanked him for his
response. He was
pleased about the call

1. This is in response to your requests on 5 January and 2 March 1961 for suggestions to relieve the problems of mounting records.
2. The size and method of operation of the Audit Staff have served to minimize this problem in our office.
3. Knowing nothing of records management or what you have accomplished in this field within the Agency, it seems presumptuous of me to make suggestions; however, if you haven't already done so, you may wish to consider the following:
 - a. Have originating component code documents for permanency when they are written.
 - (1) Permanent - not to be destroyed.
 - (2) Destructible - Destruction date to be determined on 30 June.*
 - (3) Destructible - Destroy after 30 June*
 - b. Have originating component indicate documents, future need for which dictates microfilming.
 - (1) Have film "library" and "readers" easily accessible to users.
 - c. Continue to encourage
 - (1) Early retirement of permanent records.
 - (2) Continuous destruction or timely retirement of destructible records.

* 30 June is arbitrary date.



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